

# Original Application Materials

## Safe Bay 2025: Program and facility description

Purpose: To provide safe parking for individuals and families who are experiencing homelessness and living in a personal vehicle; to allow for program participants to rest, access basic hygiene needs and connect with housing navigation and social services.

Hours of Operation: 6pm-9am, 7 days a week, May 1 - October 31 (hours of operation may vary slightly depending on staff availability).

Property owner: Duluth Vineyard Church.

Operator: Chum. Chum staff will be onsite during all hours of operation, Drew Filkins, Stability Services Manager, will oversee staff and programming.

Location: Rear parking lot of Vineyard Church (1533 W Arrowhead Road).

Landscape/Screening Plan: No permanent or temporary screening or landscape alterations are planned. A natural barrier or church building exist on all sides of the parking lot.

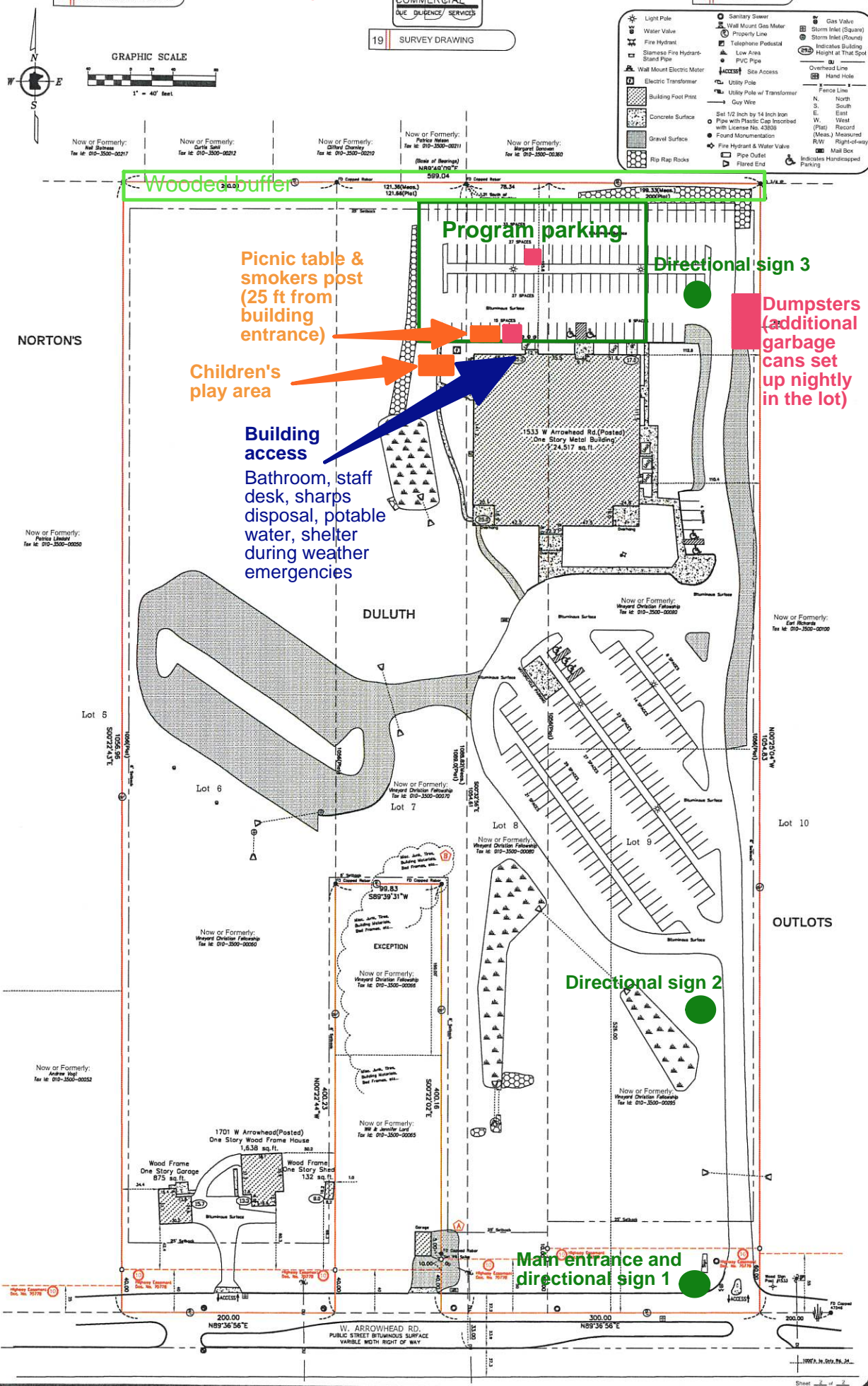
### Operations:

- Two members of Chum staff or one member of Chum staff and one or more trained and vetted volunteers will be present and awake during all hours of operation.
- Clients will register with staff before parking, provide license information, and be assigned a parking spot.
- Vehicles will be spaced out with at least one parking spot between.
- Clients will sleep in their vehicles, tents are only allowed if they are attached to a vehicle or trailer.
- Children will be allowed but must be accompanied by a parent or legal guardian at all times.
- Pets are allowed but must be cleaned up after and leashed if outside of a vehicle
- Program and professional staff from Chum - including a dedicated street outreach worker onsite four nights a week, a peer support specialist, and community health worker - will be available to assist clients with navigating housing and services.
- Anyone whose primary residence is their personal vehicle and who follows program guidelines is welcome to stay at Safe Bay. Chum anticipates 10-25 vehicles per night.
- Program guidelines:
  - Register with staff before parking
  - No visitors
  - Don't enter other people's vehicles
  - No alcohol, cannabis or illicit drug use at Safe Bay and no driving while intoxicated
  - Quiet time 10pm-6am
  - Respect others' property and personal space
  - Children must always be supervised by a parent or legal guardian
  - No weapons, no violence and no threats of violence
  - Clean up after yourself
  - Leash and clean up after your pets

# Original Application Materials

## Facilities

- Clients will enter from Arrowhead Road. A 24"x 36" sign will be posted at the road, and another two directional signs on the driveway directing people to the designated parking area in the rear of the church.
- A sign will be posted at the rear entrance of the church with program information and contact number.
- Clients will have access to the church building during program hours to access bathrooms, potable water and showers. One shower, two single bathrooms (one fully ADA accessible), and two multi-stall bathrooms with a total of 9 additional toilets will be available for client use.
- Clients will have access to Wi-fi in the building and through most of the parking lot.
- There is an existing dumpster on site, and two portable garbage cans will be placed outside each night for client use, and emptied by staff in the morning.
- Sharps disposal will be available at the staff station and installed in both single use bathrooms.
- There is a natural, wooded buffer between the parking lot and a residential neighborhood behind the church on Linzie Road.
- There is one exterior light above the rear entrance to the building and two lights in the parking lot, illuminating the area designated for Safe bay Use.
- Vineyard Church and Chum are developing plans to add exterior and interior security cameras.
- A picnic tables will be available for client use, as well as a smokers post located 25 feet from the church entrance and 10 feet from the exterior wall of the church.
- Children's play area will be available for client use, as well as some wooded area for walking pets.
- There will be no open fires at Safe Bay.
- Clients will not be allowed to sleep in the church building. Clients will shelter inside only in the event of severe weather events (tornado, flood or damaging hail) that pose a significant risk to life and safety.



**the Vineyard church**  
*Love God. Love People. Period.*

March 5, 2025

Dear City of Duluth Planning Commission,

Vineyard Christian Fellowship, Duluth has given CHUM permission to use our rear parking lot and designated rear interior spaces for Safe Bay, May - October 2025.

The parking lot includes a fenced playground area, a picnic table, smoker post, two large garbage cans, and a dumpster. The parking lot is lit with two street lamps and the building has exterior lighting.

The interior space includes a hallway for setting up a check-in table, two single stall bathrooms. One bathroom is ADA compliant and the other has a shower available for guest use. Bathrooms will contain sharps disposal containers. Safe Bay will also have access to a small room off the rear hallway so guests can meet with housing navigation and social services.

Staff and volunteers will also have access to the janitorial closet and cleaning supplies (locked room off the lobby).

If the two single stall bathrooms are not sufficient to meet demand, there are two bathrooms in the main church lobby (each with seven stalls) available. In case of a weather emergency staff, volunteers, and guests may move indoors to seek shelter.

We look forward to partnering with CHUM to provide safe parking for individuals and families living in their vehicles. In addition to the safe parking, guests will have access to restrooms, showers, and an opportunity to connect with housing and social service supports.



Sincerely,  
Melissa Hassebrock  
Office Manager  
218-260-2187





## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/07/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Young & Associates Agency Inc 202 W. Superior St., Suite 400 Duluth, MN 55802 Susan D. Stocke	<b>218-722-1481</b>	<b>CONTACT NAME:</b> Sue Stocke <b>PHONE (A/C, No, Ext):</b> 218-722-1481 <b>FAX (A/C, No):</b> 218-722-6564 <b>E-MAIL ADDRESS:</b> sdstocke@younginsure.com
<b>INSURED</b> Churches United in Ministry 102 W. 2nd Street Duluth, MN 55802-2017		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Secura Specialty Lines <b>INSURER B:</b> United States Liability <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Abuse & Molestati <input checked="" type="checkbox"/> Professional Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CP003223852	06/01/2024	06/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Emp Ben. \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CP003223852	06/01/2024	06/01/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

<b>CITYO02</b>  City of Duluth 411 W 1st St City Hall Room 160 Duluth, MN 55802	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Susan D. Stocke
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DATE (MM/DD/YYYY)

04/04/2025

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<b>INSURED</b> Vineyard Christian Fellowship Duluth Duluth 1533 W. Arrowhead Road Duluth, MN 55811		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A :</b> Grinnell Mutual <b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>
		<b>NAIC #</b> 14117

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A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			0000645670	05/15/2024	05/15/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10000			0000647929	05/15/2024	05/15/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

<b>CITY002</b>  City of Duluth Planning Department 411 W 1st St City Hall Rm 160 Duluth, MN 55802	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Susan D. Stocke
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## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/16/2025

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# Amended Application Materials

## Safe Bay 2025

**Purpose:** To provide safe parking for individuals and families experiencing homelessness and living in a personal vehicle; to allow for program participants to rest, meet basic hygiene needs and connect with housing navigation and social services. This is a continuation of an existing successful program that was operated out of the parking lot at Damiano Center during summer 2023 and summer 2024. It will be moving to a new location due to anticipated congestion at Damiano during the time that Chum is operating its overnight shelter on the third floor. The new location also allows a quieter and more family-friendly environment with expanded hours.

**Hours of Operation:** 6pm-8am, 7 days a week, May 1 - October 31 (hours of operation may be shorter depending on funding and staff availability)

**Management:** Chum staff will be onsite during all hours of operation, Drew Filkins, Stability Services Manager, will oversee staff and programming

**Location:** North parking lot of Vineyard Church (1533 W Arrowhead Road)

### Operations:

- Two members of Chum staff or one member of Chum staff and one or more trained and vetted volunteers will be present during all hours of operation.
- Clients will register with staff before parking, provide license information, and be assigned a parking spot.
- Vehicles will be spaced out with at least one parking spot between.
- Clients will sleep in their vehicles, tents are only allowed if they are attached to a vehicle or trailer.
- Children will be allowed but must be accompanied by a parent or legal guardian at all times.
- Pets are allowed but must be cleaned up after and leashed if outside of a vehicle
- Additional Chum staff - including a dedicated street outreach worker onsite four nights a week, a peer support specialist, and community health worker - will be available to assist clients with navigating housing and services.
- Anyone whose primary residence is their personal vehicle and who follows program guidelines is welcome to stay at Safe Bay.
- Program guidelines:
  - Register with staff before parking
  - No visitors
  - Don't enter other people's vehicles
  - No alcohol, cannabis or drug use on Vineyard property or within two blocks of Vineyard property; driving while intoxicated will not be tolerated
  - Quiet time 10pm-6am
  - Respect others' property and personal space
  - Children must always be supervised by a parent or legal guardian
  - No weapons, no violence and no threats of violence
  - Clean up after yourself
  - Leash and clean up after your pets

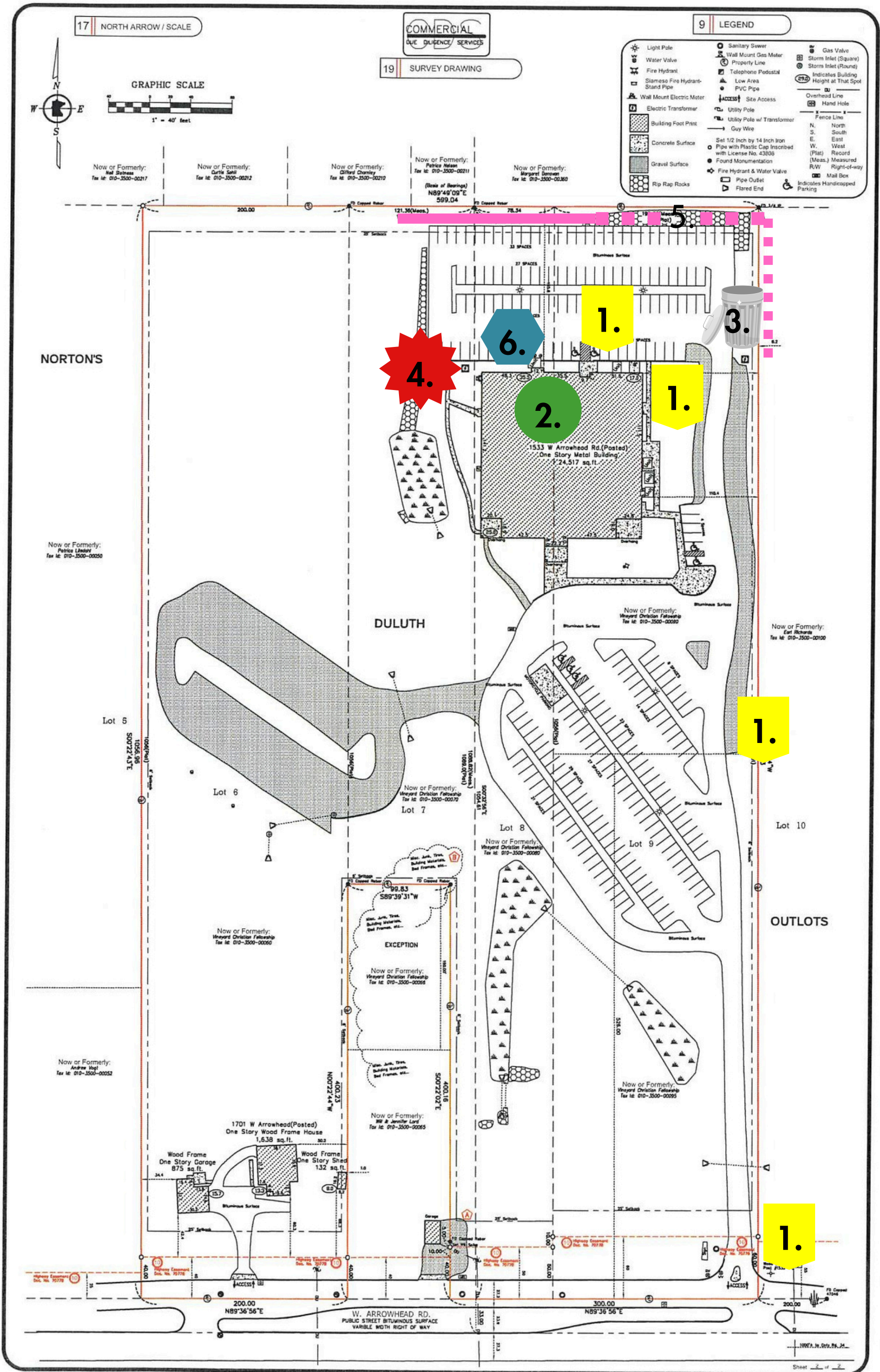


## Amended Application Materials

### Facilities

- Clients will use the rear (north) parking lot of Vineyard church, a 24"x 36" sign at Arrowhead Road and another three signs along the driveway will direct clients to the appropriate location to register.
- Clients may enter the church building through the rear (food shelf) entrance to access bathrooms, potable water and showers. One shower and two single bathrooms are available to clients in the main staging area. Two other multi-stall bathrooms can be opened if needed. At least one bathroom is fully ADA accessible.
- Clients will have access to Wi-fi in the building and through most of the parking lot.
- An existing church dumpster is wildlife proof. Smaller garbage bins with lids will be placed in the parking lot during early evening hours and morning cleanup, and moved inside overnights.
- Sharps disposal will be available at the staff desk inside the church and installed in both main program bathrooms.
- Vineyard Church anticipates very little line of sight between the parking lot and residences north of the church because of tree coverage and a hill on the east side of the parking lot. However, 6' green fabric screening will be erected on approximately 200' of the north property line on the west side of the parking lot as a precautionary measure. Additionally, green snow fencing will be placed on the remainder of the north property line as well as the east property line up to the church dumpster. 16 signs marked "Vineyard Property Line: Respect Our Neighbors" will be spaced out along north and east property lines.
- There is an exterior light on the building above the program entrance, and two lights in the parking lot.
- Vineyard Church and Chum are developing plans to add exterior and interior security cameras.
- A fenced children's play area and picnic tables will be available for client use.
- Smoking will be allowed 25 feet from the building entrance and a smokers' post will be provided for client use to dispose of cigarette butts. The smokers post will be checked and maintained daily by Chum and Vineyard staff.
- Clients will have access to designated program areas within the building during all program hours but are not allowed to sleep inside. In the event of a weather emergency (such as tornado or damaging hail), staff will move clients to the church basement to shelter.
- Safe Bay program contact information will be shared with all immediately adjacent neighbors and posted on the rear entrance of the church.







## Safe Bay Site Map

Outdoor areas designated for the program includes the north parking lot and immediate surrounding area, from the church to the north property line and from the exercise area to the east property line.

1.

Directional signs (4), including large 24x36 sign at the church entrance along Arrowhead Road.

2.

Building entrance. Open during all Safe Bay hours. Includes access to staff desk and intake area, bathrooms, garbage, shower, sharps containers and potable water



3.

Trash disposal. Marker indicates location of existing wildlife proof dumpster. Garbage cans with lids will be placed outside during early evening hours and morning cleanup and kept indoors overnight

4.

Exercise area. Includes children's playground and designated pet walking area.



5.



Property line marker and screening. Solid line indicates 6' green fabric screening in areas where there is potential line of sight from adjacent homes, dotted line indicates green snow fencing. In addition, 16 signs marked "Vineyard Property Line: Please Respect Our Neighbors" will be posted.

6.

Smoking area with smokers post. 25' from building entrance.











